



2014 Summer Internship Announcement

May 15, 2014 – August 15, 2014

20 Hours per week

Unpaid Position

Chesterfield County is currently seeking qualified candidates for an internship opportunity in the Senior Advocate office. The Office of the Senior Advocate, created in May 2003, serves residents of Chesterfield County ages 60 and older, their family members and caregivers by providing information and referral, and promoting and coordinating services.

Position Description: Answers the phone, screens callers, and provides information to older adults, family members and caregivers. Mails requested information to county residents; assists with programs in the community; and calls seniors in the Telephone Reassurance Program. Participates in support groups such as, Caregiver Connection and Grandparent Connection. Researches and prepares reports on regional and county statistics on the elderly population. Works on projects associated with the Age Wave Coalition.

Summary of Qualifications: Candidates must be enrolled as undergraduate juniors, seniors, or those in a graduate program, and have a minimum grade point average (GPA) of 2.8. Human Services majors to include, gerontology, and social work, are appropriate placements in the Senior Advocate office. Must have the ability to multi-task, work independently, and exercise good judgment. Patience, listening skills, understanding the needs of seniors, and knowledge of senior resources are essential. Proficient use of Microsoft Office required. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must fulfill the application requirements, listed on our website at www.chesterfield.gov/internships, by March 14, 2014.

Chesterfield County is an Equal Employment Opportunity employer.